SYLLABUS FOR THE SUBJECTS OF TYPEWRITING AND SHORTHAND ENGLISH AND TAMIL

DEPARTMENT OF TECHNICAL EDUCATION

MADRAS - 25

DECEMBER 1972

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PREFACE

The Syllabus for the various Commerce subjects was found to be outdated and the need to revise and rationalise the same to meet the present day requirements was keenly felt. Accordingly, a Committee consisting of the following experts in the field was constituted:—

1. Professor B. Chengalvarayan,
   Professor and Head of Department of Commerce
   Sir Theagaraya College,
   Madras-21.

2. Professor S. Velayutham,
   Special Officer (Retd.),
   (State Institute of Commerce Education, Madras.)
   No. 7, III Cross Street,
   Ramakrishna Nagar,
   Madras-28.

3. Dr. O. R. Krishnaswamy,
   Head of Department of Commerce,
   Sri Venkateswara University,
   Tirupathi, A.P.

4. Thiru Y. P. Ramachandran,
   Principal,
   State Institute of Commerce Education,
   Madras-20.

5. Thiru A. Lakshmiratan,
   Professor of Commerce,
   Pachaiyappa's College,
   Madras-10.

6. Thiru K. Sundararajan,
Editor of Debates,
Legislative Assembly,
Madras-9.

7. Thiru P. K. Lakshminarayanan,
Reporter, Legislative Assembly,
Madras-9.

8. Thiru M. Neelakanta Pillai,
Senior Personal Assistant to the
Hon'ble Chief Minister,
Madras-9.

9. Thiru S. Arumugam,
Personal Assistant to the
Hon'ble Minister for Education,
Madras-9.

10. Thiru N. Raghavendra Rao,
Associate Lecturer,
State Institute of Commerce Education,
Madras-20.

The Committee discussed the various aspects involved and decided to divide itself into two Sub-Committees, one to work out details and prepare syllabi for the Commerce subjects under Commerce Group (Accountancy, Banking, Commercial Geography. Commercial Practice) and the other for the Typewriting and Shorthand subjects. The two Sub-Committees consisted of the following members:—

COMMERCE SUBJECTS:

1. Professor B. Chengalvarayan.
2. Professor S. Velayutham.
3. Dr. O. R. Krishnaswamy.
4. Thiru Y. P. Ramachandran.
5. Thiru A. Lakshmiratan.

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TYPEWRITING & SHORTHAND SUBJECTS

1. Thiru K. Sundararajan.
2. Thiru P. K. Lakshminarayanan.
3. Thiru M. Neelakanta Pillai.
4. Thiru S. Arumugam.
5. Thiru N. Raghavendra Rao.

The Sub-Committee for Typewriting and Shorthand subjects had 25 sittings in all and examined in grea detail all the important aspects pertaining to the twin art of Typewriting and Shorthand and, after bestowing deep thought and consideration, finalised the revised syllabi for the subjects.

The Lesson Plan for Typewriting and Shorthand subjects and Forms on various topics of typewriting subjects are being finalised by the Syllabus Committee and will be furnished to the approved Institutes of Commerce in the State in order to guide them to maintain uniform standard of instruction. Thiru K. Rajagopalan, M. A., M. Ed., B. L., Principal, Sri Radhakrishna Institute of Commerce, Madras-17 has been included as a Member of the Syllabus Committee and has been requested to associate himself in preparing the Lesson Plan and Forms in his capacity as a Member of th Syllabus Committee.

I have great pleasure in placing on record my deep appreciation for the valuable services rendered by the Members of the Sub-Committee and the willing and hard work put in by them to make this publication possible. It is earnestly hoped that the sincere attempt to rationalise and modernise the syllabi for the subjects of Typewriting and Shorthand to suit the present day requirements will be welcomed by all concerned.

December, 1972
Madras : 25

Director of Technical Education
and
Chairman, Board of Examinations

ABOUT THE MEMBERS OF THE SUB-COMMITTEE FOR TYPEWRITING AND SHORTHAND SUBJECTS:

. ***Thiru K. Sundararajan,*** Editor of Debates (Gazetted), Tamil Nadu Legislative Assembly, Fort. St. George, Madras-9.

Qualifications :

Typewriting (English) Higher Grade.
Shorthand (Tamil) Higher Grade.
Shorthand (English) High Speed (200 words).

Experience :

Has put in 30 years of Government Service. Has worked as English Reporter for 16 years and as Chief Reporter for 5 years. At present working as Editor of Debates for the past 2 years.

Experience as an Examiner :

Has been well experienced as an Examiner in Typewriting and Shorthand (including Tamil Shorthand and High Speed tests in English Shorthand).

Awards :

He is the recipient of Gold Medal from Sir C. P. Ramaswamy Iyer in recognition of passing the highest examination in English Shorthand.

2. ***Thiru P. K. Lakshminarayanan,*** Senior Reporter of the Tamil Nadu Legislative Assembly, Fort St. George, Madras-9.

Qualifications :

Typewriting (English) Higher Grade
Typewriting (Tamil) Higher Grade
Shorthand (English) High Speed (180 words)
Shorthand (Tamil) High Speed (100 words)

Experience :

Has experience in Assembly reporting work for the past 21 years out of a total Government Service of 26 years.

Was a Member of the Syllabus Committee for Commerce Subjects in 1953–54.

Experience as an Examiner :

Has been well experienced as an Examiner in Typewriting and Shorthand both in English and Tamil.

Awards :

One of the inventors of the Standardised Keyboard for Tamil Typewriters and has been awarded a certificate by the Inventions Promotion Board, New Delhi.

Awarded a Certificate of Proficiency in Tamil Typewriting (53 words) by the South Indian Shorthand Writers' Central Association during the All India Shorthand and Typewriting Seminar, 1957.

Recipient of medals for Proficiency in Tamil Shorthand (100 words) : (1) awarded by the South Indian Shorthand Writers' Central Association during the All India Shorthand & Typewriting Seminar in 1957. (2) awarded by the Commissioner for Government Technical Examination in 1964 from the Madras Shorthand Writers' Association Prize Endowment Fund and (3) awarded by the Stenographers' Guild during its Silver Jubilee Celebrations in 1966.

Receipient of a medal awarded by the South Indian Shorthand Writers' Central Association for Proficiency in Tamil Shorthand (110 Words) in 1962.

3. ***Thiru M. Neelakanta Pillai*** Senior Personal Assistant to the Hon'ble Chief Minister.

Qualification :

Studied B. A., (Delhi University)
Typewriting (Tamil) Higher Grade

Shorthand (Tamil) Higher Grade (I Class)
Tamil Shorthand (Rochin's System)
Advanced grade of Kerala State

Experience :

Entered service as Reporter in 1949 in the Special Branch C.I.D. of the erstwhile Travancore-Cochin State. Has worked as Reporter in the Legislative Assembly of the Kerala State.

Permanent Tamil Reporter of the Tamil Nadu Legislative Assembly from 1956. Working as Senior Personal Assistant to the Hon'ble Chief Minister from 1967. Has served as Vice - President of the Stenographer's Guild, Madras, for two years.

Experience as an Examiner :

Has been well experienced as an Examiner in Typewriting and Shorthand (Tamil).

4. ***Thiru S. Arumugam,*** Associate Lecturer in Stenography, State Institute of Commerce Education *On other Duty* as Personal Assistant to the Hon'ble Minister for Education & Local Administration.

Qualifications :

B. A. Delhi University.
Typewriting (English) Higher Grade.
Typewriting (Tamil) Higher Grade.
Shorthand (English) Higher Grade.
Shorthand (Tamil) Higher Grade.

Experience as a Stenographer :

Has put in a total service of 22 years under the Tamil Nadu Govt. As Stenographer in the Secretariat, he has served several I. A. S. and I. C. S. officers. At present serving as P. A. to Hon'ble Minister from 1961.

Experience as a Teacher in Stenography :

Has been a part-time Instructor in Stenography (with Govt. permission) in private commercial institutions.

Has taught shorthand and typewriting (English and Tamil) to the students of the State Institute of Commerce Education, Adyar, Madras-20.

Experience as an Examiner :

Has been well experienced as an examiner in Typewriting and Shorthand both in Tamil and English.

5. ***Thiru N. Raghavendra Rao :*** Associate Lecturer in Stenography in the State Institute of Commerce Education, Adyar, Madras-20.

Qualifications :

B. A. (Political Science)
Typewriting (English) Higher Grade.
Shorthand (English) Higher Grade.
TTC in Typewriting.

Experience as a Stenographer :

Served as a Stenographer (Civilian) in Defence Department for one year. Served as a Stenographer in Judicial Department for 2½ years. Served as P.C. to Law Secretary and other officers for 11 years.

Experience as Teacher in Stenography :

Serving as Associate Lecturer in Stenography from 1967 till date.

Experience as an Examiner :

Has been well experienced as an Examiner in Typewriting and Shorthand.

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SYLLABUS FOR TYPEWRITING (ENGLISH)— LOWER GRADE

1. *First Paper (Speed Test)*: To typewrite on one side of the paper an ordinary printed passage consisting of 2,250 strokes in double line spacing with ten degrees margin on the left. The passage will have no heading. Special attention must be paid to accuracy and neatness of execution.

Time allowed: 15 minutes. Maximum marks: 100.

Note: Five strokes will be counted as a word. Each depression of a character key or the space bar will be counted as a stroke. No stroke is counted for paragraph indentation or depression of shift key. Two strokes are counted after every full stop, interrogation sign or exclamation mark.

2. *Second Paper (Manuscript)*: This paper is intended to serve as a test of the candidate's knowledge of spelling, punctuation, printer's corrections and common abbreviations and his ability to present in proper form the fair copies for signature and his ability to operate and maintain the machine in good working condition and it shall contain five questions consisting of the following:—

(i) to type one question correctly from manuscript, covering statistical matter; (20 marks)

(ii) to type one question correctly from manuscript matter covering any one of the following:— (20 marks)

(a) inland invoice; or

(b) debit or credit note; or

(c) account sales.

(iii) to type one question correctly from manuscript matter of a simple nature covering any one of the following:—

(20 marks)

(a) professional letter ; or

(b) business letter ; or

(c) application ;

(iv) to type one question correctly taking *one carbon copy* from manuscript matter of a simple nature covering any one of the following:—

(20 marks)

(a) official letter ; or

(b) demi official letter ; or

(c) Government memorandum ; or

(d) Government Order.

(v) to give answers for one question of objective type (Annexure I) consisting of 10 subdivisions (five subdivisions in part A and five subdivisions in part B) of a simple nature covering the following:—

(20 marks)

Part A

(a) History of Typewriter — kinds and purpose — essential working parts of a typewriter and knowledge of their use, namely—

Cylinder ; carriage ; thumb wheel ; draw cord ; main spring ; line space adjusting lever ; paper guide ; type guide ; different scales ; overhead paper bail ; cardholders ; paper release lever ; carriage release levers ; marginal stops, margin release ; tabulator ; ribbon position indicator ; shift key ; shift lock ; space

bar, back spacer ; line space and carriage return lever ; variable line spacer ; detent release lever ; and feed rollers.

(b) sizes of the carriage ; kinds of typeheads ; kinds of ribbons and the method of renewal of ribbons ; kinds of cylinders ; arrangement of the key board ; use of erasers.

Part B

(a) method of typing on envelopes like typing of addresses of sender and addressee ; postal information ; letter number in official correspondence ; instructions about the contents of the letter like 'confidential', 'immediate' etc.

(b) upkeep and maintenance of the machine, cleaning and oiling and care of the machine.

Note:—The sub-divisions under this question will serve to test the knowledge of the student by eliciting answers. The answers for this question may be either written in hand or typed according to the wish of the candidate. Full marks will be given if the answers to this question carry the required meaning, common typing mistakes being ignored. A candidate is expected to know how to renew ribbons and to clean and oil the typewriter.

Time allowed: One hour and 45 minutes. Maximum marks: 100.

			Minimum for passing in	
		Maximum Marks.	*I Class. Marks.*	*IIClass. Marks.*
First Paper	... ...	100	75	45
Second Paper	... ...	100	75	45
		200	150	90

A candidate will be declared to have passed the examination of the subject only if he/she has secured the prescribed minimum marks for a pass, i.e., 45% marks in each paper of the subject separately.

A candidate will be declared to have passed the examination of the subject in first class if he/she has secured 75% marks in each paper of the subject separately.

Note:—Candidates will have to provide their own machines and carbon papers.

SYLLABUS FOR TYPEWRITING (ENGLISH)— HIGHER GRADE

1. *First Paper (Speed Test)*: To typewrite on one side of the paper an ordinary printed passage consisting of 3,375 strokes in double line spacing with ten degrees margin on the left. The passage will have a heading, but no sub-heading. Special attention must be paid to accuracy and neatness of execution.

Time allowed: 15 minutes. Maximum marks: 100.

Note:—Five strokes will be counted as a word. Each depression of a character key or the space bar will be counted as a stroke. No stroke is counted for paragraph indentation or depression of shift key. Two strokes are counted after every full stop, interrogation sign or exclamation mark.

2. *Second Paper (Manuscript)*: This paper is intended to serve as a test of the candidate's knowledge of spelling, punctuation, printer's corrections and common abbreviations and his ability to present in proper form the fair copies for signature, his ability to handle and type on stencil sheets and his ability to operate and maintain the typewriter and duplicator in good working condition and it shall contain five questions consisting of the following:—

(i) to type one question correctly from manuscript covering statistical matter.

(20 marks).

Note: The column headings above the figures under this part should be typed vertically.

(ii) to type one question correctly from manuscript matter covering any one of the following:—

(25 marks)

(a) balance sheet; or

(b) profit and loss account; or

(c) statement of income and expenditure.

Note:—The question under this part should be typed on two separate sheets with headings and auditor's certificate across both the sheets so as to match properly.

(iii) to type one question displaying in an artistic manner from manuscript matter covering any one of the following:—

(15 marks)

(a) advertisement ; or

(b) notice ; or

(c) programme ; or

(d) invitation.

Note:—This question should be answered on a stencil sheet taking a carbon copy on the backing sheet attached to the stencil sheet and it should be typed with a simple border on four sides.

(iv) to type one question correctly taking *two carbon copies* from manuscript matter of a rough and unarranged nature covering any one of the following:— (20 marks)

(a) official letter ; or

(b) demi-official letter ; or

(c) Government memorandum ; or

(d) Government order ; or

(e) official notification ; or

(f) official proceedings ; or

(g) professional letter ; or

(h) business letter ;

(v) to answer one question of objective type (Annexure II) consisting of 10 sub-divisions (seven sub-divisions in part A and three sub-divisions in part B) covering the following:—

(20 marks)

Part A

(a) Upkeep and maintenance of the typewriter, cleaning and oiling, care of the typewriter, possible defects, temporary derangement, their causes and rectification;

(b) a knowledge of the use of the following inner parts of the typewriter, namely:

pinion wheel; escapement wheel; loose dog; rigid dog; type bar universal bar; space bar universal bar; back space pawl; carriage rack; tabulator bits; ribbon-carrier; type basket, segment; segment slot; segment groove; key tension; carriage tension; long gear shaft; bevel gear; spool shaft; line space pawl; cylinder ratchet; detent; line lock plate; ribbon reverse pin or cam; ribbon actuating lever; rubber feet; segment wire; type bar cushion.

Part B

(a) a knowledge of the names[1] and uses of the working parts of duplicators, namely:

feed tray; receiving tray; operating lever (off/on lever); handle; silk carrier; feed roller; pressure lever; impression roller; margin adjusting knob.

(b) types of stencils; method of preserving stencils; use of correcting fluid and stylus pen.

Note:—The sub-divisions under this question will serve to test the knowledge of the candidate by eliciting answers. The

answers for this question may be either written in hand or typed according to the wish of the candidate. Full marks will be given if the answers to this question carry the required meaning, common typing mistakes being ignored. A candidate is expected to know how to renew ribbons, to clean and oil the typewriter and to operate the duplicator.

Time allowed: 2 hours. Maximum marks: 100.

	Maximum Marks	Minimum for Passing in I Class Marks	Minimum for Passing in II Class Marks
First Paper	100	75	45
Second Paper	100	75	45
	200	150	90

A candidate will be declared to have passed the examination of the subject only if he/she has secured the prescribed minimum marks for a pass, i.e., 45% marks in each paper of the subject separately.

A candidate will be declared to have passed the examination of the subject in first class if he/she has secured 75% marks in each paper of the subject separately.

Note: Candidates will have to provide their own machines, stencil sheets, and carbon papers.

SYLLABUS FOR TYPEWRITING (ENGLISH)—
HIGH SPEED TEST

1. *First Paper (Speed Test)*: To typewrite on one side of the paper a printed passage consisting of 3,375 strokes in double line spacing with ten degrees margin on the left. Special attention must be paid to accuracy and neatness of execution.

Time allowed: 10 minutes. Maximum marks: 100

Note:—Five strokes will be counted as a word. Each depression of a character key or the space bar will be counted as a stroke. No stroke is counted for paragraph indentation or depression of shift key. Two strokes are counted after every full stop, interrogation sign or exclamation mark.

2. *Second Paper (Manuscript)*: This paper is intended to serve as a test of the candidate's knowledge of spelling, punctuation, printer's corrections and common abbreviations and his ability to present in proper form and it shall contain three questions consisting of the following:—

(i) To type one question correctly from manuscript matter covering any one of the following:— (35 marks)

(a) statement relating to double accounts; or

(b) account current.

Note:—The question under this part should be typed on two separate sheets with headings and entries across both the sheets so as to match properly.

(ii) to type one question correctly and in proper form taking three carbon copies from a *rough and unarranged draft* in manuscript covering any one of the following:—(35 marks).

(a) affidavit or petition of a simple nature filed in a court of law with proper docket; or

(b) agreement or deed of a simple nature presented for registration;

(iii) to type one question correctly and in proper form from manuscript matter covering any one of the following:—

(30 marks)

(a) specification of works; or

(b) quotation ...

Time allowed: One hour and 45 minutes.

Maximum marks: 100

	Maximum Marks	*Minimum for passing in* I class Marks	II class Marks
First paper	100	75	45
Second paper	100	75	45
	200	150	90

A candidate will be declared to have passed the examination of the subject only if he/she has secured the prescribed minimum marks for a pass, i.e., 45% marks in each paper of the subject separately.

A candidate will be declared to have passed the examination of the subject in first-class if he/she has secured 75% marks in each paper of the subject separately.

Note:—Candidates will have to provide their own machines and carbon papers.

SYLLABUS FOR TYPEWRITING (TAMIL)—
LOWER GRADE

1. *First Paper (Speed Test)*: To typewrite on one side of the paper an ordinary printed passage consisting of 2,025 strokes in double line spacing with ten degrees margin on the left. The passage will have no heading. Special attention must be paid to accuracy and neatness of execution.

Time allowed: 15 minutes. Maximum marks: 100

Note: Five strokes will be counted as a word. Each depression of a character key or the space bar will be counted as a stroke. No stroke is counted for paragraph indentation or depression of shift key. Two strokes are counted after every full stop, interrogation sign or exclamation mark.

2. *Second Paper (Manuscript)*: This paper is intended to serve as a test of the candidate's knowledge of spelling, punctuation, printer's corrections and common abbreviations and his ability to present in proper form the fair copies for signature and his ability to operate and maintain the machine in good working condition and it shall contain five questions consisting of the following:

(i) to type one question correctly from manuscript, covering statistical matter:— (20 marks)

(ii) to type one question correctly from manuscript matter covering any one of the following:— (20 marks)

(a) inland invoice ; or

(b) debit or credit note ; or

(c) account sales

(iii) to type one question correctly from manuscript matter of a simple nature covering any one of the following:— (20 marks)

(a) professional letter; or

(b) business letter; or

(c) application

(iv) to type one question correctly *taking one carbon copy* from manuscript matter of a simple nature covering any one of the following:— (20 marks)

(a) official letter; or

(b) demi-official letter; or

(c) Government memorandum; or

(d) Government Order.

(v) to answer one question of objective type (Annexure III) consisting of 10 sub-divisions (five sub-divisions in part A and five sub-divisions in part B) of a simple nature covering the following:— (20 marks)

Part A

(a) History of Typewriter—kinds and purpose—essential working parts of a typewriter and knowledge of their use, namely:—

cylinder; carriage; thumb wheel; draw cord; main spring; line space adjusting lever; paper guide; type guide; different scales; overhead paper bail; cardholders; paper release lever; carriage release levers, marginal stops, margin release; tabulator; ribbon position-indicator; shift key; shift lock; space bar, back spacer; line space and carriage return lever; variable line spacer; detent release lever and feed rollers.

(b) sizes of the carriage; kinds of typeheads; kinds of ribbons; and the method of renewal of ribbons; kinds of cylinders; arrangement of the key board including the use of dead keys.

Part B

(a) method of typing on envelopes like typing of addresses of sender and addressee; postal information; letter number in official correspondence; instructions about the contents of the letters like 'confidential', 'immediate' etc.

(b) upkeep and maintenance of the machine, cleaning and oiling, and care of the machine.

Note:—The sub-divisions under this question will serve to test the knowledge of the candidate by eliciting answers. The answers for this question may be either written in hand or typed according to the wish of the candidate. Full marks will be given if the answers to this question carry the required meaning, common typing mistakes being ignored. A candidate is expected to know how to renew ribbon and to clean and oil the typewriter.

Time allowed: One hour and 45 minutes.

Maximum Marks: 100

		Minimum for passing in	
	Maximum Marks.	*I Class. Marks.*	*II Class. Marks.*
First Paper	100	75	45
Second Paper	100	75	45
	200	150	90

A candidate will be declared to have passed the examination of the subject only if he/she has secured the prescribed minimum marks for a pass, i.e., 45% marks in each paper of the subject separately.

A candidate will be declared to have passed the examination of the subject in first class if he/she has secured 75% marks in each paper of the subject separately.

Note: Candidates will have to provide their own machines and carbon papers.

SYLLABUS FOR TYPEWRITING (TAMIL)—
HIGHER GRADE

1. *First Paper (Speed Test)*: To typewrite on one side of the paper an ordinary printed passage consisting of 3,075 strokes in double line spacing with ten degrees margin on the left. The passage will have a heading, but no sub-heading. Special attention must be paid to accuracy and neatness of execution.

Time allowed: 15 minutes. Maximum marks. 100.

Note: Five strokes will be counted as a word. Each depression of a character key or the space bar will be counted as a stroke. No stroke is counted for paragraph indentation or depression of shift key. Two strokes are counted after every full stop, interrogation sign or exclamation mark.

2. *Second Paper (Manuscript)*: This paper is intended to serve as a test of the candidate's knowledge of spelling, punctuation, printer's corrections and common abbreviations and his ability to present in proper form the fair copies for signature, his ability to handle and type on stencil sheets and his ability to operate and maintain the typewriter and duplicator in good working condition and it shall contain five questions consisting of the following:—

(i) to type one question correctly from manuscript covering statistical matter: (20 marks)

Note:—The column headings above the figures under this part should be typed vertically.

(ii) to type one question correctly from manuscript matter covering any one of the following:— (25 marks)

(a) balance sheet; or

(b) profit and loss account; or

(c) statement of income and expenditure.

Note:—The question under this part should be typed on two separate sheets with headings and auditor's certificate across both the sheets so as to match properly.

(iii) to type one question displaying in an artistic manner from manuscript matter covering any one of the following: (15 marks)

(a) advertisement; or

(b) notice; or

(c) programme; or

(d) invitation.

Note:—This question should be answered on a stencil sheet taking a carbon copy on the backing sheet attached to the stencil sheet and it should be typed with a simple border on four sides.

(iv) to type one question correctly *taking two carbon copies* from manuscript matter of a rough and unarranged nature covering any one of the following:— (20 marks)

(a) official letter; or

(b) demi-official letter; or

(c) Government memorandum; or

(d) Government order; or

(e) official notification; or

(f) official proceedings; or

(g) professional letter; or

(h) business letter.

(v) to answer one question of objective type (Annexure IV) consisting of 10 sub-divisions (seven sub-divisions in part A and three sub-divisions in part B) covering the following:—

(20 marks)

Part A

(a) Upkeep and maintenance of the typewriter, cleaning and oiling, care of the typewriter, possible defects, temporary derangement, their causes and rectification.

(b) a knowledge of the use of the following inner parts of the typewriter, namely:—

pinion wheel; escapement wheel; loose dog; rigid dog; type bar universal bar; space bar universal bar; back space pawl; carriage rack; tabulator bits; ribbon carrier; type basket; segment; segment slot; segment groove; key tension; carriage tension; long gear shaft; bevel gears; spool shaft; line space pawl; cylinder ratchet; detent; line lock plate; ribbon reverse pin or cam; ribbon actuating lever; rubber feet; segment wire; type bar cushion.

Part B

(a) a knowledge of the names and uses of the working parts of the duplicator, namely:—

feed tray; receiving tray; operating lever (off/on lever); handle; silk carrier; feed roller; pressure lever; impression roller; margin adjusting knob.

(b) types of stencils; method of preserving stencils; use of correcting fluid and stylus pen.

Note:—The sub-divisions under this question will serve to test the knowledge of the candidate by eliciting answers. The answers for this question may be either written in hand or typed according to the wish of the candidate. Full marks will be given if the answers to this question carry the required meaning, common typing mistakes being ignored. A candidate is expected to know how to renew ribbons, to clean and oil the typewriter and to operate the duplicator.

Time allowed: 2 hours. Maximum marks: 100

	Maximum Marks.	Minimum for passing in I Class. Marks.	Minimum for passing in II Class. Marks.
First Paper	100	75	45
Second Paper	100	75	45
	200	150	90

A candidate will be declared to have passed the examination of the subject only if he/she has secured the prescribed minimum marks for a pass, i.e., 45% marks in each paper of the subject separately.

A candidate will be declared to have passed the examination of the subject in first class if he/she has secured 75% marks in each paper of the subject separately.

Note:—The candidates will have to provide their own machines, stencil sheets and carbon papers.

SYLLABUS FOR TYPEWRITING (TAMIL)—
HIGH SPEED TEST

1. *First Paper (Speed Test)*: To typewrite on one side of the paper a printed passage consisting of 3,075 strokes in double line spacing with ten degrees margin on the left. Special attention must be paid to accuracy and neatness of execution.

Time allowed: 10 minutes. Maximum marks: 100.

Note:—Five strokes will be counted as a word. Each depression of a character key or the space bar will be counted as a stroke. No stroke is counted for paragraph indentation or depression of shift key. Two strokes are counted after every full stop, interrogation sign or exclamation mark.

2. *Second Paper (Manuscript)*: This paper is intended to serve as a test of the candidate's knowledge of spelling, punctuation, printer's corrections and common abbreviations and his ability to present in proper form and it shall contain three questions consisting of the following:—

(i) to type one question correctly from manuscript matter covering any one of the following:— (35 marks)

(a) statement relating to double accounts; or

(b) accounts current.

Note:—The question under this part should be typed on two separate sheets with headings and entries across both the sheets so as to match properly.

(ii) to type one question correctly and in proper form taking three carbon copies from a *rough and unarranged* draft in manuscript covering any one of the following:— (35 marks)

(a) affidavit or petition of a simple nature filed in a court of law with proper docket; or

(b) agreement or deed of a simple nature presented for registration.

(iii) to type one question correctly and in proper form from manuscript matter covering any one of the following:

(30 marks)

(a) specification of works ; or

(b) quotation.

Time allowed: One hour and 45 minutes.

Maximum marks: 100.

		Minimum for passing in	
	Maximum Marks.	*I Class. Marks.*	*II Class. Marks.*
First Paper	100	75	45
Second Paper	100	75	45
	200	150	90

A candidate will be declared to have passed the examination of the subject only if he/she has secured the prescribed minimum marks for a pass, i.e., 45% mark in each paper of the subject separately.

A candidate will be declared to have passed the examination of the subject in first class if he/she has secured 75% marks in each paper of the subject separately.

Note:—The candidate will have to provide their own machines and carbon papers.

SYLLABUS FOR SHORTHAND (ENGLISH)— LOWER GRADE

First Paper :

(a) To take down in shorthand an easy passage (a narrative or speech) consisting of 560 words and a simple official or business letter of 240 words dictated at the rate of 80 words per minute.

Duration of dictation : ten minutes.

(b) to transcribe the above into longhand.

Time allowed for transcription : One hour and 30 minutes from the time when the candidates commence to transcribe.

Maximum marks : 100

Second Paper :

(i) To transcribe about 200 words of lithographed shorthand matter into longhand ; (20 marks)

(ii) to answer four questions on principles of phonography ; (30 marks)

Note :—The questions on items (i) and (ii) above should cover portions upto and including exercise 144 of the Instructor in the case of Pitman's system and corresponding exercises in other systems.

(iii) to write in Shorthand a printed passage in English not exceeding 200 words ; (20 marks)

(iv) to give a brief summary in about 150 words of a printed matter not exceeding 450 words relating to any one of the following :—

(a) an easy public speech — summarised report to be in indirect form ; or

(b) a series of connected business or official letters — to be summarised in the form of a narrative ; or

(c) a prose passage — story or essay. (30 marks)

Time allowed : Two hours and 30 minutes.

Maximum marks : 100

The following are the systems of Shorthand recognised by Government :

1. Pitman ; 2. Sloan Duployan ; 3. Gregg.

	Maximum Marks.	Minimum for passing in I Class. Marks.	Minimum for passing in II Class. Marks.
First Paper	100	75	45
Second Paper	100	75	45
	200	150	90

A candidate will be declared to have passed the examination of the subject only if he/she has secured the prescribed minimum marks for a pass, i.e., 45% marks in each paper of the subject separately.

A candidate will be declared to have passed the examination of the subject in first class if he/she has secured 75% marks in each paper of the subject separately.

SYLLABUS FOR SHORTHAND (ENGLISH)—

INTERMEDIATE GRADE

First Paper :

(a) To take down in shorthand an easy passage (a narrative or speech) consisting of 700 words and a simple official or business letter consisting of 300 words dictated at the rate of 100 words per minute.

Duration of dictation : ten minutes.

(b) to transcribe the above into longhand.

Time allowed for transcription : one hour and 45 minutes from the time when the candidates commence to transcribe.

Maximum marks : 100

Second Paper :

(a) To take down in Shorthand brief notes of varied character consisting of the following :—

(i) official, business or professional correspondence ;

(ii) notice inviting tenders ;

(iii) advertisements for jobs and applications thereto ;

(iv) circulars and petitions ;

(v) eye witness account of an accident or incident.

Duration of dictation : four minutes, Speed : 100 words per minute.

(b) to elaborate the notes into proper letter or documentary form in longhand.

Note :—Unfamiliar terms and names should be avoided.

(70 marks)

(c) to answer four questions on principles of phonography. (30 marks)

Note :—The questions on item (c) should cover portions upto and including advanced phraseography (Exercise 183 of the Instructor) in the case of Pitman's system and corresponding exercises in other systems.

Time allowed; 2½ hours for elaboration and to answer questions on principles. Maximum marks: 100

The following are the systems of Shorthand recognized by Government :—

1. Pitman ; 2. Sloan Duployan ; and 3. Gregg.

	Maximum Marks.	*Minimum for passing in I Class. Marks.*	*Minimum for passing in II Class. Marks.*
First Paper	100	75	45
Second Paper	100	75	45
	200	150	90

A candidate will be declared to have passed the examination of the subject only if he/she has secured the prescribed minimum marks for a pass, i.e., 45% marks in each paper of the subject separately.

A candidate will be declared to have passed the examination of the subject in first class if he/she has secured 75% marks in each paper of the subject separately.

SYLLABUS FOR SHORTHAND (ENGLISH)— HIGHER GRADE

First Paper:

(a) To take down in Shorthand a passage (general reading matter, narrative, speech or judgment) consisting of 840 words and an official, business or professional letter consisting of 360 words dictated at the rate of 120 words a minute.

Duration of dictation: Ten minutes.

(b) to transcribe the above into longhand.

Time allowed for transcription: Two hours from the time when the candidates commence to transcribe.

Maximum marks: 100

Second Paper:

(a) To take down in Shorthand brief notes of varied character covering any five of the following:

(i) official, business or professional correspondence;

(ii) notice inviting tenders;

(iii) advertisements for jobs and applications thereto;

(iv) circulars and petitions;

(v) eye witness account of an accident or incident;

(vi) proceedings of a legislature, court or local body or public meeting;

(vii) letters to the Editor of a daily;

(viii) notices convening general body meetings;

(ix) press note.

Duration of dictation: Five minutes.

Speed: 120 words per minute.

Note:—Unfamiliar names and terms should be avoided.

Time allowed for elaboration; Two hours.

Maximum marks: 100

***Third Paper*:**

(a) To condense a speech consisting of 840 words dictated at the rate of 120 words a minute into a summarized report, in indirect form of speech of about 300 words.

(40 marks)

(b) to answer four questions on principles to test the candidates' detailed knowledge of the principles prescribed for the Lower Grade and a knowledge of the higher branches of the subject such as advanced phraseography, intersection including technical reporting. (40 marks)

(c) to transcribe into longhand a passage of aobout 300 words of lithographed shorthand matter. (20 marks)

Time allowed for dictation: 7 minutes.

Maximum marks: 100

Time allowed to answer questions: Three hours.

		Minimum for passing in	
	Maximum Marks.	*I Class. Marks.*	*II Class. Marks.*
First Paper	100	75	45
Second Paper	100	75	45
Third Paper	100	75	45
	300	225	135

A candidate will be declared to have passed the examination of the subject only if he/she has secured the prescribed minimum marks for a pass, i.e., 45% marks in each paper of the subject separately.

A candidate will be declared to have passed the examination of the subject in first class if he/she has secured 75% marks in each paper of the subject separately.

SYLLABUS FOR SHORTHAND (ENGLISH)— HIGH SPEED TESTS

1. High Speed Tests in Shorthand (English) will be conducted at a speed of 150, 180 and 200 words per minute, and the following syllabus is prescribed for each of the tests.

2. Each of these tests will consist of two parts:

(a) Part I is intended to test the candidate's capacity for accurate verbatim reproduction of a passage or matter as indicated below, consisting of 1.050, 900 and 1.000 words dictated for seven, five and five minutes at the speed of 150, 180 and 200 words a minute, respectively.

The matter for dictation may include public speeches, proceedings of legislatures, debates or other matter usually encountered in the course of journalistic reporting. It shall be of a flowing nature and shall not be too technical.

The time for transcription is as follows:—

150 words a minute test	1 hour and 45 minutes.
180 words a minute test	1 hour and 30 minutes.
200 words a minute test	1 hour and 45 minutes.

(b) Part II — Passage coming under the scope of Part I above will be dictated at the respective speeds and for the respective periods and the candidates will be required to condense the same into a cogent precis, not exceeding one-third of the length of the original passage dictated.

Time for condensation will be the same as for transcription in Part I.

3. The following maxima and minima for Parts I and II are prescribed for a pass:

	Maximum Marks.	Minimum for passing in I Class. Marks.	Minimum for passing in II Class. Marks.
First Paper	100	75	45
Second Paper	100	75	45
	200	150	90

A candidate will be declared to have passed the examination of the subject only if he/she has secured the prescribed minimum marks for a pass, i.e., 45% marks in each paper of the subject separately.

A candidate will be declared to have passed the examination of the subject in first class if he/she has secured 75% marks in each paper of the subject separately.

SYLLABUS FOR SHORTHAND (TAMIL)—
LOWER GRADE

First Paper:

(a) To take down in Shorthand an easy passage (a narrative or speech) consisting of 420 words and a simple official or business letter of 180 words dictated at the rate of 60 words per minute.

Note:—Three phonetic letters will be counted as a word (vide Appendix).

Duration of dictation: ten minutes.

(b) to transcribe the above into longhand.

Time allowed for transcription: one hour and 30 minutes.

Maximum marks: 100

Second Paper:

(i) To transcribe about 150 words of lithographed shorthand matter into longhand.

(15 marks)

(ii) to answer five questions on principles of phonography.

(40 marks)

Note:—The questions on items (i) and (ii) above should cover portions upto and including exercise 53 of the Tamil Shorthand Manual (Srinivasa Rao System, published by the Government) and corresponding exercises in N. Subramaniam system.

(iii) to write in Shorthand from a printed passage in Tamil not exceeding 150 words. (15 marks)

(iv) to give a brief summary (summary not to exceed one-third of the length of the original passage dictated) of a printed matter not exceeding 450 words relating to any one of the following:— (30 marks)

(a) a series of connected business or official letters — to be summarised in the form of a narrative; or

(b) an easy public speech — summarised report to be in indirect form; or

(c) a prose passage — story or essay.

Time allowed: Two hours and 30 minutes.

Maximum marks: 100

Note:—Three phonetic letters will be counted as a word (vide Appendix).

		Minimum for Passing in	
	Maximum Marks.	*I Class. Marks.*	*II Class. Marks.*
First Paper	100	75	45
Second Paper	100	75	45
	200	150	90

A candidate will be declared to have passed the examination of the subject only if he/she has secured the prescribed minimum marks for a pass, i.e., 45% marks in each paper of the subject separately.

A candidate will be declared to have passed the examination of the subject in first class if he/she has secured 75% marks in each paper of the subject separately.

The following are the systems of Shorthand recognised by Government:

1. Srinivasa Rao System
2. N. Subramaniam System

(Counting of words in Tamil.—See APPENDIX)

SYLLABUS FOR SHORTHAND (TAMIL)—
HIGHER GRADE

First Paper :

(a) To take down in Shorthand a passage (general reading matter, narrative, speech or judgment) consisting of 560 words and an official, business or professional letter consisting of 240 words dictated at the rate of 80 words a minute.

Note :—Three phonetic letters will be counted as a word (vide Appendix).

Duration of dictation : Ten minutes

(b) to transcribe the above into longhand.

Time allowed for transcription : Two hours.

Maximum marks : 100

Second Paper :

(a) To take down in Shorthand brief notes of varied character covering any five of the following :—

(i) official, business or professional correspondence ;

(ii) notice inviting tenders ;

(iii) advertisements for jobs and applications thereto ;

(iv) circulars and petitions ;

(v) eye witness account of an accident or incident ;

(vi) proceedings of a legislature, court or local body or public meeting ;

(vii) letters to the Editor of a daily ;

(viii) notices convening general body meetings ;

(ix) press note.

Duration of dictation: five minutes. Speed: 80 words per minute.

Note:—Unfamiliar names and terms should be avoided. Three phonetic letters will be counted as a word (*See* APPENDIX).

Time allowed for elaboration: two hours.

Maximum marks: 100

Third Paper:

(a) To condense a speech consisting of 560 words dictated at the rate of 80 words a minute into a summarised report in indirect form of speech not exceeding one-third of the length of the original passage dictated. (40 marks)

(b) to answer four questions on principles to test the candidate's detailed knowledge of the principles prescribed for the Lower Grade and a knowledge of the higher branches of the subject such as advanced phraseography, intersection, including technical reporting. (40 marks)

(c) to transcribe into longhand a passage of about 200 words of lithographed Shorthand matter. (20 marks)

Note:—Three phonetic letters will be counted as a word (*See* APPENDIX).

Time allowed for dictation: 7 minutes.

Time allowed to answer the questions: 3 hours.

Maximum marks: 100

		Minimum for Passing in	
	Maximum Marks.	*I Class. Marks.*	*II Class Marks.*
First Paper	100	75	45
Second Paper	100	75	45
Third Paper	100	75	45
	300	225	135

A candidate will be declared to have passed the examination of the subject, only if he/she has secured the prescribed minimum marks for a pass, i.e., 45% marks in each paper of the subject separately.

A candidate will be declared to have passed the examination of the subject in first class if he/she has secured 75% marks in each paper of the subject separately.

The following are the systems of shorthand recognised by Government—

1. Srinivasa Rao System.

2. N. Subramaniam System.

(Counting of words in Tamil—*See* APPENDIX).

SYLLABUS FOR SHORTHAND (TAMIL)—
HIGH SPEED TESTS

1. High Speed tests in Shorthand (Tamil) will be conducted at a speed of 100 and 120 words per minute and the following syllabus is prescribed for each of the tests.

Note :—Three phonetic letters will be counted as a word. (Vide APPENDIX).

2. Each of these tests will consist of two parts :—

(a) Part I is intended to test the candidate's capacity for accurate verbatim reproduction of a passage or matter as indicated below, consisting of 700 and 600 words dictated for seven and five minutes at the speed of 100 and 120 words a minute respectively.

The matter for dictation may include public speeches, proceedings of legislatures, debates or other matter usually encountered in the course of journalistic reporting. It shall be of a flowing nature and shall not be too technical.

The time for transcription is as follows :

100 words a minute test — 1 hour and 30 minutes.

120 words a minute test — 1 hour and 30 minutes.

(b) Part II—Passages coming under the scope of Part I above will be dictated at the respective speeds for the respective periods and candidates will be required to condense the same into a cogent precis not exceeding one third of the length of the original passage dictated.

Time for condensation will be the same as for transcription in Part I.

The following maxima and minima for parts I and II are prescribed for a pass:—

		Minimum for passing in	
	Maximum Marks.	*I Class. Marks.*	*II Class. Marks.*
First Paper	100	75	45
Second Paper	100	75	45
	200	150	90

(Counting of words in Tamil--*see* APPENDIX)

இணைப்பு (APPENDIX)

தமிழ் சுருக்கெழுத்துத் தேர்வுக்குரிய வினாத் தாள்கள் தயாரிக்க சொற்களைக் கணக்கிடும் முறை

"மூன்று எழுத்துக்களைக் கொண்டது ஒரு சொல்" என்று கணக்கிடும் முறை, தமிழ் சுருக்கெழுத்துத் தேர்வுக்குரிய வினாத் தாள்கள் தயாரிக்கப்படும்பொழுது கடைப்பிடிக்கப்படவேண்டும்.

'க', 'கா', 'கி', 'கீ', 'கு', 'கூ', 'கெ', 'கே', 'கை', 'கொ', 'கோ', 'கௌ', 'க்', 'ஔ', 'ஃ' போன்ற உயிரெழுத்து, மெய்யெழுத்து, உயிர் மெய்யெழுத்து, ஆய்த எழுத்து ஒவ்வொன்றும் ஓரெழுத்தாகக் கணக்கிடப்படும்.

'ஜ', 'ஸ', 'ஷ', 'ஹ', 'க்ஷ' ஆகிய ஒவ்வொன்றும் ஓரெழுத்தாகக் கணக்கிடப்படும்.

சொற்களைக் கணக்கிடுவதற்குக் கீழ்க்கண்டவை எடுத்துக்காட்டுகளாகும்.

சொற்களும் சொற்றொடர்களும்.	எழுத்துக்களின் எண்ணிக்கை	சுருக்கெழுத்திற்காகக் கணக்கிடுகையில்	
		சொற்களும்	மிகுந்துள்ள எழுத்துக்களும்
தனம்	3	1	—
கடமை	3	1	—
தையல்	3	1	—
கொவ்வை	3	1	—
வெளவால்	3	1	—
எண்ணம்	4	1	1
நட்பும்	4	1	1
வளமும்	4	1	1
வரவும்	4	1	1
அதாவது	4	1	1

சொற்களும் சொற்றொடர்களும்.	எழுத்துக்களின் எண்ணிக்கை	சுருக்கெழுத்திற்காகக் கணக்கிடுகையில்	
		சொற்களும்	மிகுந்துள்ள எழுத்துக்களும்
ஈதையும்	4	1	1
முடியாதா	4	1	1
கேட்காதோ	4	1	1
அவரது	4	1	1
நற்செய்தி	5	1	2
மனநிறைவு	5	1	2
போகாவிடில்	5	1	2
அதிருப்தி	5	1	2
தராவிடின்	5	1	2
வேண்டுமென	5	1	2
அதுப்பற்றி	5	1	2
செய்வதால்	5	1	2
கொடுப்பதோ	5	1	2
தன்னுடைய	5	1	2
வருவதாய்	5	1	2
கண்ணோட்டமே	6	2	—
நோக்கத்தோடு	6	2	—
பல்லாவரம்	6	2	—
சொன்னார்கள்	6	2	—

சொற்களும் சொற்றொடர்களும்	எழுத்துக்களின் எண்ணிக்கை	சுருக்கெழுத்திற்காகக் கணக்கிடுகையில்	
		சொற்கள்	மிகுந்துள்ள எழுத்துக்களும்
வராவிடினும்	6	2	—
கேட்பதாயின்	6	2	—
நம்புவதாக	6	2	—
போய்க்கொண்டு	6	2	—
பெருவாரியான	6	2	—
தோன்றிவிட்டால்	7	2	1
செய்யப்படின்	7	2	1
வருவதாயினும்	7	2	1
அதன்பொருட்டு	7	2	1
அவநம்பிக்கை	7	2	1
கேட்கப்பட்டது	8	2	2
இருக்கிறீர்கள்	8	2	2
வியாபாரிகளிடம்	8	2	2
தெரிவித்தார்கள்	8	2	2
மலையின்மேலுள்ள	8	2	2
குறைந்தபாடில்லை	8	2	2
சொல்லப்பட்டபடி	9	3	—
சீர்திருத்தங்கள்	9	3	—
சிவராமகிருஷ்ணன்	9	3	—

சொற்களும் சொற்றொடர்களும்	எழுத்துக்களின் எண்ணிக்கை	சுருக்கெழுத்திற்காகக் கணக்கிடுகையில்	
		சொற்களும்	மிகுந்துள்ள எழுத்துக்களும்
தொழிலாளர்களிடம்	9	3	—
குறிப்பிட்டார்கள்	9	3	—
வரவேற்காவிட்டால்	9	3	—
மகிழ்விக்கின்றன	9	3	—
வரவேற்கப்படுமென	10	3	1
நடவடிக்கைகளிலும்	10	3	1
கொண்டுவரப்பட்டது	10	3	1
ஆர்ப்பாட்டங்களிலும்	11	3	2
சந்தர்ப்பங்களிலும்	11	3	2
மனநிறைவுள்ளவர்கள்	11	3	2
சீர்படுத்துவதற்காக	11	3	2
பணியாற்றுகிறவர்களால்	12	4	—
ராதா நன்றாகப் பாடுகிறாள்	12	4	—
பயன்படுத்திக்கொள்ளவும்	13	4	1
முறைப்படுத்தப்படுகின்றன	14	4	2
மாணவர்கள் விளையாடுகின்றனர்	15	5	—
ஆதவன் கிழக்கே உதிக்கின்றான்	15	5	—

சொற்களும் சொற்றொடர்களும்	எழுத்துக்களின் எண்ணிக்கை	சுருக்கெழுத்திற்காகக் கணக்கிடுகையில்	
		சொற்களும்	மிகுந்துள்ள எழுத்துக்களும்
சென்னையில் தமிழ் விழா நடைபெறுகின்றது	18	6	—
ஔவையின் கவிதைகள் கருத்துக்கள் நிறைந்தவை	21	7	—
கொள்கைகளை வைத்துக் கொண்டுதான் செயல் புரிய வேண்டும்.	24	8	—
தமிழ் நாடு எல்லாத் துறைகளிலும் சிறந்து விளங்குகிறது.	27	9	—
எண்களைக் கணக்கிடும் முறை.			
1 (ஒன்று)	3	1	—
10 (பத்து)	3	1	—
150 (நூற்றைம்பது)	6	2	—
8000 (எண்ணாயிரம்)	6	2	—
1969 (ஆயிரத்துத் தொள்ளாயிரத்து அறுபத்தொன்பது)	21	7	—

கீழ் நிலைத் தேர்வு (நிமிடத்திற்கு 60 சொற்கள்)

ஒவ்வொரு சொல்லாகக் கணக்கிடாமல் கீழே கொடுத்துள்ள எடுத்துக்காட்டின்படி, கால் நிமிடத்திற்கு 45 எழுத்துக்கள் விதம் கணக்கிட்டுக் குறிக்கவும் :

¼ நிமிடத்திற்கு 45 எழுத்துக்கள் -அதாவது 15 சொற்கள்.	மாணவர்களின் உரிமையைப்பற்றித் தவருக என்னென் னவோ கற்பனை செய்துகொண்டு அநேக இடங்களில்/அவர்கள்
½ நிமிடத்திற்கு 90 எழுத்துக்கள்- அதாவது 30 சொற்கள்.	நடத்துகிற ஆர்ப்பாட்டங்கள், போராட்டங்கள் கிளர்ச்சிகள் ஆகியவை அவர்களுக்கே// எந்தப் பிரயோசனத்தையும் அளிக்
¾ நிமிடத்திற்கு 135 எழுத்துக்கள்- அதாவது 45 சொற்கள்.	கப்போவதில்லை. அறிவை வளர்த்துக்கொள்ளுவதைவிட மாணவருக்கு/// வேறு உரிமையோ கடமையோ இருக்கிறது
1 நிமிடத்திற்கு 180 எழுத்துக்கள்- அதாவது 60 சொற்கள்.	என்று சொல்ல முடியாது. அரசியலமைப்பில் குறிப்பிட்டுள்ள படி (1)

மேல் நிலைத் தேர்வு (நிமிடத்திற்கு 80 சொற்கள்)

ஒவ்வொரு சொல்லாகக் கணக்கிடாமல் கீழே கொடுத்துள்ள எடுத்துக்காட்டின்படி, கால் நிமிடத்திற்கு 60 எழுத்துக்கள் வீதம் கணக்கிட்டுக் குறிக்கவும்:

¼ நிமிடத்திற்கு 60 எழுத்துக்கள்- அதாவது 20 சொற்கள்.

½ நிமிடத்திற்கு 120 எழுத்துக்கள்-அதாவது 40 சொற்கள்.

¾ நிமிடத்திற்கு 180 எழுத்துக்கள்-அதாவது 60 சொற்கள்.

1 நிமிடத்திற்கு 240 எழுத்துக்கள்- அதாவது 80 சொற்கள்.

உழைத்து உற்பத்தியைப் பெருக்கி யுத்த முயற்சிகளுக்கு உதவியாக இருக்கவேண்டும் என்பது தலைவர்களுடைய வேண்டுகோள். வயலில்/ உழும் விவசாயி ஆலையில் பணியாற்றும் தொழிலாளி ஒவ்வொருவரும் படை வீரர்தான். ஆகவே ஐந்தாண்டுத் திட்டங்களை ரத்து செய்யாமல், பல// திசைகளிலும் தீவிரப்படுத்தி வலுப்படுத்துவது இன்றியமையாதது. தற்போதுள்ள நெருக்கடி காரணமாக பாதுகாப்புக் காரியத்துடன்/// சம்பந்தப்படாத வேலைத் திட்டங்களின் செலவை ஓரளவு குறைக்கவோ மாற்றியமைக்கவோ வேண்டிவரும். மூன்றாம் திட்டத்தில் விவசாயம் (1)

உயர்வேகத் தேர்வு (நிமிடத்திற்கு 100 சொற்கள்)

ஒவ்வொரு சொல்லாகக் கணக்கிடாமல், கீழே கொடுத்துள்ள எடுத்துக்காட்டின்படி, கால் நிமிடத்திற்கு 75 எழுத்துக்கள் வீதம் கணக்கிட்டுக் குறிக்கவும்:

¼ நிமிடத்திற்கு 75 எழுத்துக்கள்-அதாவது 25 சொற்கள்.	தேசிய மாநாட்டிற்குத் தலைமை வகிக்கும் கவுரவத்தை எனக்கு அளித்திருக்கின்றீர்கள். ஆனால் அதற்கு நான் தகுதி யற்றவன் என்பதைச் சொல்லிக் கொள்ளத் தேவையில்லை./ சில
½ நிமிடத்திற்கு 150 எழுத்துக்கள்-அதாவது 50 சொற்கள்.	ருக்கு இத்தகைய கவுரவங்கள் எளிதாக அமைகின்றன. ஒரு சிலருக்கு இது பெரும் பாரமாக அமைந்துவிடுகிறது. தகுதியற்ற ஒருவரை மிக உயர்ந்த இடத்திற்கு// உயர்த்துதல் அவமரியாதை
¾ நிமிடத்திற்கு 225 எழுத்துக்கள்-அதாவது 75 சொற்கள்.	செய்வதற்கு மற்றொரு வழியாகும். வேறு சமயமாக இருந்தால் இந்தப் பொறுப்புக்களை ஒதுக்கிவிட முயன்றிருப்பேன். ஆனால் நிலத்திலிருந்து/// பாய வருகின்ற புலிக்கும், நீரிலிருந்து கவ்வ
1 நிமிடத்திற்கு 300 எழுத்துக்கள்-அதாவது 100 சொற்கள்.	முனையும் முதலைக்குமிடையே நாம் வாழ்ந்து வருகின்றோம். உள்நாட்டுக் குழப்பம் ஒரு புறம். வெளிநாட்டு ஆபத்து ஒரு புறம். (1)

உயர்வேகத் தேர்வு (நிமிடத்திற்கு 120 சொற்கள்)

ஒவ்வொரு சொல்லாகக் கணக்கிடாமல், கீழே கொடுத்துள்ள எடுத்துக்காட்டின்படி, கால் நிமிடத்திற்கு 90 எழுத்துக்கள் வீதம் கணக்கிட்டுக் குறிக்கவும் :

¼ நிமிடத்திற்கு 90 எழுத்துக்கள்-அதாவது 30 சொற்கள்

½ நிமிடத்திற்கு 180 எழுத்துக்கள்-அதாவது 60 சொற்கள்.

¾ நிமிடத்திற்கு 270 எழுத்துக்கள் அதாவது 90 சொற்கள்.

1 நிமிடத்திற்கு 360 எழுத்துக்கள்-அதாவது 120 சொற்கள்.

கூட்டத் தலைவர் அவர்களே, இந்தியா-பாகிஸ்தான் போரின் விளைவாக மாநில அரசாங்கத்தின் நிதி ஆதாரங்களும் திட்டங்களும் எங்ஙனம் பாதிக்கப்பட்டுள்ளன என்பதைப்பற்றி உங்கள் முன் அறிக்கை/ சமர்ப்பிக்கின்றேன். போர் நிறுத்தப் பிரகடனம் செய்யப்பட்ட பின்னரும் நமது எல்லைகளில் அமைதி நிலவவில்லை என்பது இந்தக் கூட்டத்தில் உள்ள அனைவருக்கும் தெரியும். போர் நிறுத்தத்தைப்// பாகிஸ்தான் இடைவிடாமல் மீறி வருவதால் எந்த நிலைமையையும் சமாளிக்க நாடு விழிப்புடன் தயாராக இருக்கவேண்டிய நிலை எழுந்துள்ளது. நமது பிரதம மந்திரி நாட்டு மக்களை எச்சரித்து இருப்பது///போல் இந்தியா-பாகிஸ்தான் சச்சரவு நீண்டு தொடர்ந்து வரும் கடுமையானதொரு சச்சரவாக இருக்கலாம். எனவே, கவனக்குறைவாய் இருப்பதற்கில்லை. பொருளாதாரத்தின் முக்கியமான எல்லாத் துறைகளிலும் (1)

ANNEXURE I

TYPEWRITING ENGLISH—LOWER GRADE

Objective type Questions (Model).

Question No. 5 *Maximum Marks*: 20

All sub-divisions carry equal marks.

Note:—Fill up the blanks with appropriate words and phrases.

Part A

1. The typewriter was invented by ——————.

2. One can identify his typewriter with the help of the —————— of the machine.

3. Legal documents are typed in —————— line spacing.

4. —————— ribbon is used to type black as well as red colour to suit our convenience.

5. To move the carriage to the left quickly and to bring it to the desired degree we use ——————.

Part B

6. Postal information is typed at the —————— of the envelope.

7. The typewriter should be cleaned daily/monthly/weekly. (Strike out which are wrong).

8. Petrol should be used to clean the ——————.

9. Nickled parts of the typewriter should be cleaned with ——————.

10. Base board is used for ——————.

ANNEXURE II

TYPEWRITING ENGLISH—HIGHER GRADE

Objective type Questions (Model).

Question No. 5 *Maximum Marks*: 20

All sub-divisions carry equal marks.

Note:—Fill up the blanks with appropriate words and phrases.

Part A

1. ——————— is catching hold of the tooth of the escapement wheel when the machine is at rest: ——————— catches hold of the same when the character key is pressed.

2. ——————— lever pushes up the ribbon carrier.

3. ——————— wire binds all the type bars.

4. ——————— causes the carriage movement towards right by one letter space.

5. Sluggish movement results when the main spring tension is ———————.

6. When the main spring is broken typewriter can be temporarily used by ———————.

7. ——————— brush is used for cleaning the types and ——————— brush is used for cleaning the frictional parts.

Part B

8. Silk carrier is used for supplying ink ———————.

9. ——————— lever is used to increase the pressure to get bright copies on a duplicator.

10. ——————— pen is used for putting the signature on stencil sheets.

இணைப்பு (ANNEXURE III)

தமிழ் தட்டெழுத்து (கீழ் நிலை)

குறிக்கோட்கருத்து மாதிரி வினாக்கள்

வினா எண் : 5 மொத்த மதிப்பெண்கள் : 20

ஒவ்வொரு வினாவும் இரண்டு மதிப்பெண்களுடையது.

குறிப்பு :— 1. கோடிட்ட இடங்களைப் பொருத்தமான சொற்கள் அல்லது சொற்றொடர்களைக்கொண்டு நிரப்ப வேண்டும்.

2. சில வினாக்களுக்கு விடை அளிக்கும்போது, எது தவறான சொல்லோ அதைமட்டும் அடித்து நீக்கி விடவும்.

3 தட்டெழுத்துப் பொறியின் உறுப்புக்களுக்குரிய தமிழ் நுண்கலைச்சொற்கள் தெரியவில்லை என்றால் அவற்றைத் தமிழில் மொழிபெயர்த்து எழுதலாம் அவ்வாறு இயலவில்லை என்றால், ஒலிநிலை எழுத்துப் பெயர்ப்பு (ட்ரான்ஸ்லிட்டரேஷன்(செய்தும் எழுதலாம்.

பகுதி — அ

1. தாள் சீராகச் சுற்றப்படுவதற்கு உதவும் உறுப்புகள் 'தாள் சுழற்றிகள்' (ஃபீட் ரோல்ஸ்) / 'உருளைச் சுற்றிகள்' (தம்ப் வீல்ஸ்) / 'தாளை அமுக்கிப் பிடிக்கும் உருளைகள்' (பேப்பர் பெயில்ஸ்) ஆகும்.

2. கோடிட்ட தாள்களில் தட்டச்சு செய்யவும், ஏற்கனவே தட்டச்சு செய்தவற்றில் காலி இடங்களை நிரப்பவும்.........
....என்னும் உறுப்பு பயன்படுத்தப்படுகிறது.

3. நாடாவிற்குரிய (ரிப்பன்) இயக்கங்களில் இரண்டு பின் வருமாறு :

(1)

(2)

4. தமிழ்த் தட்டச்சுப் பொறியில் நகராத விசைகள்/———— உள்ளன.

5. நாடா நிறம் காட்டி (ரிப்பன் இண்டிகேட்டர்) சிவப்பில் இருந்தால் நாடாவின் கீழ்ப்பகுதி / மேல் பகுதி பயன்படும்.

பகுதி—ஆ

6. தாளைத் தாங்கிநிற்கும் உருளை (ஸிலிண்டர்) தேய்வுருமல் பாதுகாக்கப்பட தட்டெழுத்தாளர் .... அழுத்தத்தை விசைகளுக்குக் கொடுப்பதோடு, எப்பொழுதும்.......... ... . தாள் ஒன்றைப் பயன்படுத்த வேண்டும்.

7. உறையின் (என்வலெப்) மேல் 'பதிவு அஞ்சல்' என்னும் சொற்றொடரை உறையின் வலது/இடது புறத்தில் தட்டச்சு செய்யவேண்டும்.

8. தட்டச்சுப் பொறியிலுள்ள உறுப்புகளில் எண்ணெய் இடப்பட வேண்டிய உறுப்புகள் மூன்றினைக் கீழே எழுதுக :

1.

2.

3.

9. தட்டச்சுப் பொறியைப் பேணிப் பாதுகாப்பதற்கும், துப்புரவு செய்வதற்கும் தேவையான கருவிகளில் எவையேனும் நான்கினைக் கீழே குறிக்கவும்.

1.

2.

3.

4.

10. தட்டச்சு செய்யும்போது பிழை ஏற்பட்டு, அதைத் திருத்துவதற்குமுன், துடைப்பானல் அழிக்கும்போது ...... ஓர் ஓரத்திற்குக் கொண்டுவரப்பட்டு, பிறகு அழிக்கப்பட (எரேஸ் செய்ய) வேண்டும்.

இணைப்பு 4 (ANNEXURE IV)

தமிழ்த் தட்டெழுத்து (மேல் நிலை)

குறிக்கோட்கருத்து மாதிரி வினாக்கள்

வினா எண் : 5 மொத்த மதிப்பெண்கள்: 20

ஒவ்வொரு வினாவும் இரண்டு மதிப்பெண்களுடையது.

குறிப்பு : 1. கோடிட்ட இடங்களைப் பொருத்தமான சொற்கள் அல்லது சொற்றொடர்களைக் கொண்டு நிரப்பவேண்டும்,

2. சில வினாக்களுக்கு விடை அளிக்கும்போது, எது தவறான சொல்லோ அதை மட்டும் அடித்து நீக்கிவிடவும்.

3. தட்டெழுத்துப் பொறியின் உறுப்புகளுக்குரிய தமிழ் நுண்கலைச் சொற்கள் தெரியவில்லையென்றால், அவற்றைத் தமிழில் மொழிபெயர்த்து எழுதலாம். அவ்வாறு இயலவில்லையென்றால், ஒலிநிலை எழுத்துப் பெயர்ப்பு (ட்ரான்ஸ்லிட்டரேஷன்) செய்தும் எழுதலாம்.

பகுதி—அ

1. இழுவை நாடா (ட்ரா கார்டு) வின் ஒரு முனை தாள்த்தாங்கியின் (கேரேஜ்) இடது / வலது முனையிலும், இன்னொரு முனை————————வுடனும் இணைக்கப்பட்டிருக்கிறது.

2. நகராதவிசை (டெட் கீ) யைத் தட்டும்போது தாள்த் தாங்கி (கேரேஜ்) நகரும் / நகராது.

3. மாற்று விசையை (ஷிஃப்ட் கீ) அழுத்தினால் தட்டெழுத்தாணி (டைப் பார்)யின் கீழ்/மேல் வரிசையில் உள்ள எழுத்து பதிப்பிக்கப்படும் சாதாரண நிலையில் கீழ்/மேல் வரிசை எழுத்து விழும்.

4. வில் விசை (மெயின் ஸ்ப்ரிங்)யின் இழுக்கும் சக்தி ஒரு நிதான நிலையில் வைக்கப்படாமல் ஓரளவு அதிகமாக இருந்தால்

தாள்த்தாங்கி (கேரேஜ்) ....ஆரம்பித்துவிடும். அதன் இழுக்கும் சக்தி சற்றுக் குறைவாக இருந்தால் தாள்த் தாங்கி ....நகரும்.

5. தாள்த்தாங்கி நகராத நிலையில் இருக்கும்போது, காவல் அடைப்பான் (லூஸ் டாக்)/துணை அடைப்பான் (ரிஜிட் டாக்) தாவு சக்கரத்தைத் (எஸ்கேப்மென்ட் வீல்) தடுத்துக்கொண்டிருக்கிறது.

6. நாடா (ரிப்பன்) ஒரு சக்கரத்திலிருந்து இன்னொரு சக்கரத்திற்குத் தானாகவே திசை திருப்பாவிட்டால்..............என்னும் உறுப்பைப் பயன்படுத்தலாம்.

7. ஹ, க்ஷ, ஷ ஆகிய எழுத்துக்களைத் தட்டச்சு செய்ய எந்த எந்த விசைகளை இயக்க வேண்டும் என்பதைக் குறிக்கவும்.

பகுதி—ஆ

8. ஸ்டென்ஸில் (நகல் பெருக்கி) தாளில் தட்டச்சு செய்கையில் பிழை ஏற்பட்டுவிட்டால், அதைத் திருத்திப் பிழையின்றி தட்டச்சு செய்ய .... பயன்படுத்தப் படுகின்றது.

9. படி பெருக்கி (டுப்ளிகேட்டர்) யினுடைய உறுப்புகளின் பெயர்கள் மூன்றினைக் கீழே குறிப்பிடவும்.

1.

2.

3.

10. நகல் பெருக்கி (ஸ்டென்ஸில் தாளில்) கையெழுத்திட........ பேனா பயன்படுத்தப்பட வேண்டும்.

4-FEB 1973
MADRAS